

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE :**  
**WEST : TIS HAZARI COURTS : DELHI**

**CIRCULAR**

All the learned Judicial officers and AAO/DDO posted in the West District, Tis Hazari Courts, Delhi are hereby informed that sufficient stock of Liquid Soap (Fem), Odonil, Hit Spray, Toilet Paper Roll, Small Hand Sanitizer (100 ml.), Colin and Harpik is available with Care Taking Branch, West District, Tis Hazari Courts, Delhi. The above said items may be collected from Care Taking Branch, Room No. 148, Tis Hazari Courts, Delhi on submission of duly filled approved proforma (Copy enclosed). All the officers posted in west district are requested to instruct their subordinate staff to collect these articles positively by 15<sup>th</sup> of October 2021.

  
(ANURAG DASS)

Administrative Civil Judge (West)  
Tis Hazari Courts,  
Delhi

No. 22910- 22904 CTB/West/THC/2021

Dated:.....07/10/21

Copy forwarded for information:-

1. All the Ld. Officers of DHJS and DJS West Districts, Tis Hazari Courts, Delhi.
2. AAO/DDO, West District, Tis Hazari Court, Delhi.
3. PS to Ld. Principal District & Sessions Judge, West District Tis Hazari Courts, Delhi.
4. R&I Branch for uploading on LAYERS.
5. R&I Branch for uploading on Centralized Website through LAYERS.

  
Administrative Civil Judge (West)

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE : WEST : TIS  
HAZARI COURTS : DELHI**

**CONSUMABLE ARTICLES FOR USE IN THE CHAMBER OF LD. JUDICIAL OFFICERS (WEST)  
DURING THE MONTH OF OCTOBER 2021**

NAME OF OFFICER.....

ROOM NO.....

Sl.	Name of the article	Qty
1.	Liquid Soap (Fem)	01
2.	Odonil	01
3.	Hit Spray	01
4.	Toilet Paper Roll	02
5.	Small Hand Sanitizer (100 ml.)	01
6.	Colin	02
7.	HARPIK	02

Receiver's Signature.....

Name .....

Empl. Code No.....

Date.....

Proforma Approved

Administrative Civil Judge (West). Delhi

Forwarded

Judicial Officer